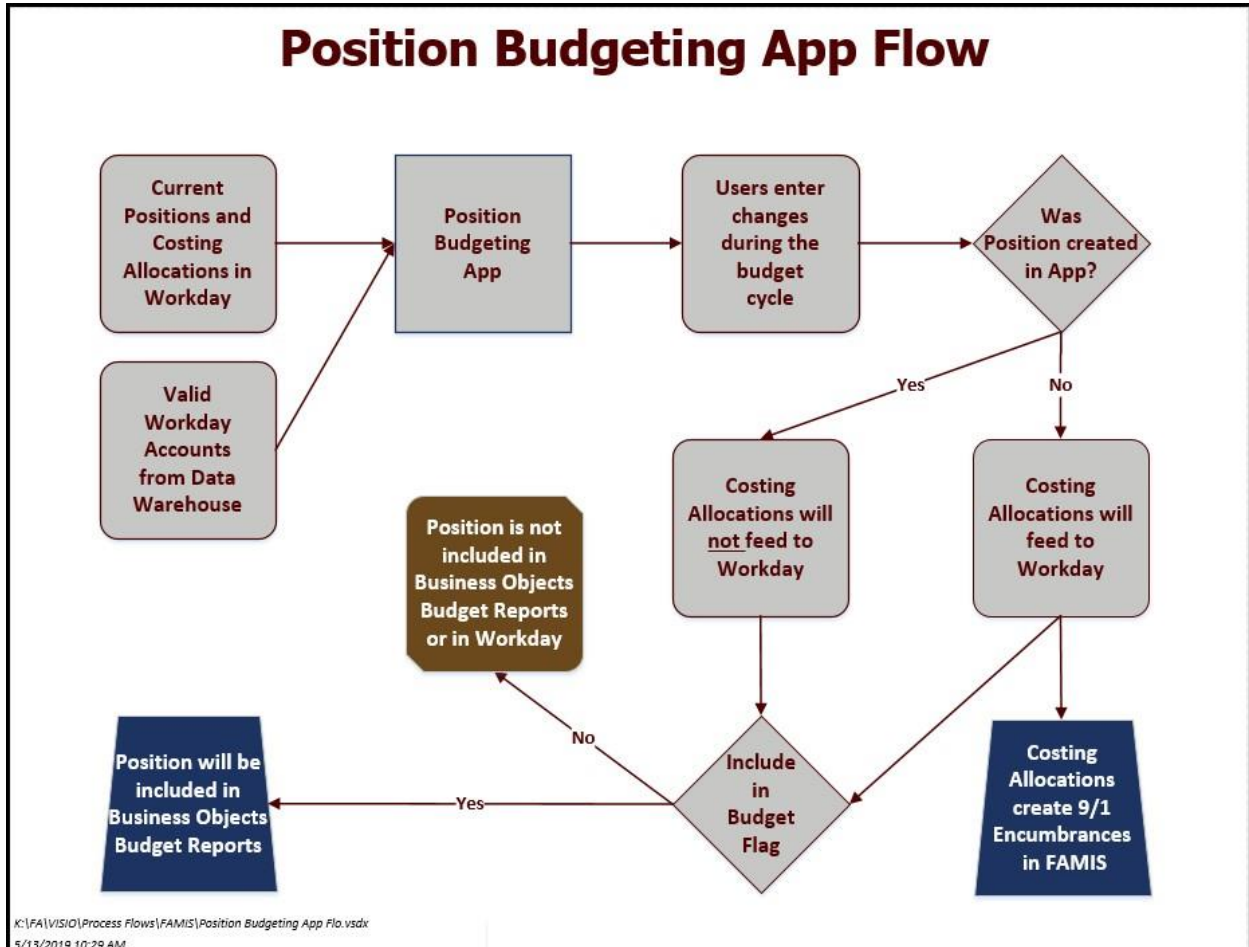


Position Budgeting App

The Position Budgeting App allows users to prepare Workday Costing Allocations and FAMIS encumbrances for new Fiscal Year processing. Additionally, this application passes data to the Data Warehouse to allow for creations of budget reports in Business Objects.

Position Budget App Flow



Roles

There are three roles available in the Position Budgeting App

- Department Admin
 - Department Admins have access to data based on the adloc's selected in their SSO role configuration
 - Access may be assigned by a user with the Prep Budget Central Admin role
- Central Admin
 - Central Admins have access to data based on the Workstations selected in their SSO role configuration.
 - Access is assigned by a user with the SSO Central Admin role
 - These users can assign the Prep Budget Department Admin role to users
- System Admin
 - System Admins have access to all data in the application and can operate system admin functions
 - This role is limited to TAMUS administrators

Budget Tab

The Budget Tab allows users to view and enter budget data. Positions may be added using this tab.

Default Position List View

The default unfiltered view of the Position List for each user will be based on the following:

- User's selected SSO role in the application
 - Department Admins are limited by adloc(s)
 - Central Admins are limited by workstation(s)
 - System Admins have no limitations
- System member preferences do not apply to the app any longer; these now will only be applied to the 901/584 reporting. Some member preferences could be:
 - Adjuncts, not included in 901/584 reporting and processing
 - Graduate students, not included in 901/584 reporting and processing
 - Secondary positions, not included in 901/584 reporting and processing
 - All faculty to default back to 9 months

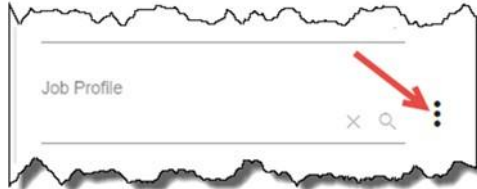
Filter Fields

- The list will not be filtered by any unused filter field. For example, if no Employee Type is selected in the filter, all Employee Types will be returned in the search results. Available filters are:

○ Position ID (PIN)	○ New Position Indicator
○ Worker	○ Primary Position Indicator
○ Job Profile	○ Employee Type
○ Workstation	○ TRS Job Category
○ Adloc	○ Included in Budget Indicator
○ Status	○ Last Modified Date Range

Position Budgeting App

- As a user enters information in the Filter Field, filters will autofill from available options; the user must select a filter item from the list to use the item as a filter
- When a kebab is displayed to the left of the category, this indicates selections have been made for a category



- To display the selections that have been made, click on the kebab and they will be shown



- Once the list is displayed, the user may click on the gray 'x' to the left of the selection to remove it
- Click on the blue 'x' to the left of 'Clear' will clear all selections for that category
- Click 'Hide filter' on the position display to hide or display the list of filter categories
 - This allows more display room for the Position List:
 - Button will toggle between 'Hide filter' and 'Show filter', depending on the view:



Add Position

Subject to a member's specific criteria, all positions in Workday for a specific adloc/workstation will be loaded into the app on the snapshot date. After the initial phase II snapshot (usually around mid-May), no more loads will be made from Workday.

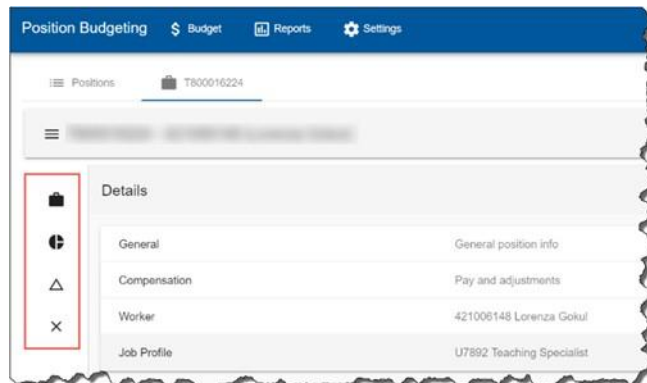
- When a position is not available in the Position List, the user can click the 'Add position' button to add one to the app:



- Position exists in Workday:
 - The search looks at all positions that have been created in Workday since the snapshot date
 - Only the Position ID (PIN) will be brought forward, all data for the position will still need to be added
- Position does not exist in workday
 - New position can be created from Scratch
 - Position ID will be PB-nnnn
 - Workday does not know about this position, no costing allocations created in this app will not feed to Workday
 - There are checkboxes at the bottom. Some are required and the user will not be able to save the position until all required fields are completed
 - Include in budget
 - Primary job
 - Eligible for longevity
 - Exempt from OAHl or OASDI

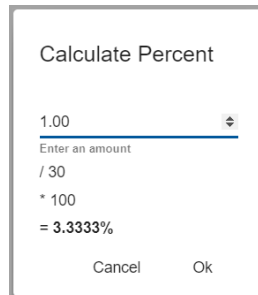
Position details

Selecting a position, opens a new tab, with a navigation bar on the left; users may have multiple position tabs open. Clicking on the icons will display additional information for each of these selections.



Position Budgeting App

- Details – Default display, click the ‘suitcase’ icon to display the details. There are four sub-sections; click on the sub-heading to open the section:
 - General
 - Position ID – display only; hovering over will provide additional information
 - Workstation (required) – can be changed; select from a dropdown list
 - Employee Type (required) – can be changed; select from a dropdown list
 - Adloc (required) – can be changed; select from a dropdown list
 - Work Period (required) – can be changed; select from a dropdown list
 - Percent Effort (required) – can be increased or decreased by using the arrows or typing in the new percentage
 - Two optional check boxes
 - Include in budget
 - Primary Job
 - A filled position with "Primary Job" unchecked is considered secondary
 - Compensation
 - Any changes in actual pay, (merit, title change, etc.) will not pass to Workday; these will need to be entered in both the Position Budgeting App and Workday
 - Adjust pay
 - Pay is calculated through compounding
For example an employee making \$1,000 per month is given a merit increase of 1% plus an additional increase of 1%
 - Merit is calculated:
 $\$1,000 * 1\% = \$1,010$
 - Additional increase is calculated on base + merit
 $\$1,010 * 1\% = \$1,020.10$
 - Total increase of \$20.10 per month
 - Clicking the kebab on the adjustments, will allow the user to calculate the percentage for the increase based on an amount:



Calculate Percent

1.00

Enter an amount

/ 30

* 100

= 3.3333%

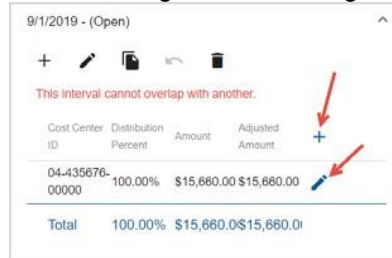
Cancel Ok

- Worker
 - Clicking the ‘Edit’ button will allow the user to select a new worker by typing a name or UIN in search window
 - Clicking the ‘Vacate’ button removes the worker and shows the position as vacant
- Job Profile
 - Clicking the ‘Edit’ button will allow the user to select a new job profile from a list

- Costing – Clicking the ‘C’ icon will display the current costing as of the snapshot date
 - Current pay as well as pay with adjustments will be displayed, along with the allocated pay with adjustment. Pay with adjustment must match allocated pay to save document:



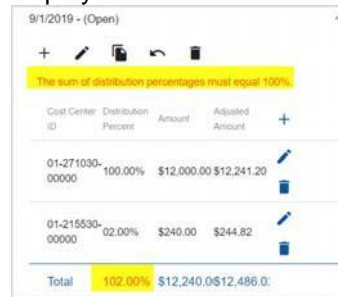
- ‘Allocated pay with adjustment’ will be displayed in red until the ‘Pay with adjustment’ equals the ‘Allocated pay with adjustment’
- On the right side, the following are displayed for this costing. Anything entered previously will be brought forward:
 - Work Period – may be edited by selecting from the drop-down list
 - Percent Effort – may be edited by using the arrows or entering new percent in the field
 - Pay Rate Type – may be edited by toggling between hourly and salaried
 - Pay rate – may be edited by using the arrows or entering new rate in the field
 - Adjustment – may be edited by or entering new percentage in the field for Merit, Additional or Promotion
- Click ‘Create interval’ to add new costing or click the ‘copy’ icon to duplicate an existing interval
 - Each interval will be for a set time period and cannot overlap with another interval
 - May contain multiple costing lines within an interval
 - All costing lines must total to 100%
- Date Range
 - For a new costing, user will be prompted to enter a date range.
 - For an existing interval, click the ‘pencil’ icon to edit the date range
 - Last interval must be open-ended with no end date
- Click the ‘+’ icon to the right of the ‘adjusted amount’ column to add costing information:
-or-
Click the ‘pencil’ icon to the right of an existing costing line to edit:



- Costing Allocation detail window will be displayed to add accounts. As the user types the account number, it will autofill from available accounts:



- Enter the first account and the percentage to distribute. Clicking the kebab on the adjustments, will allow the user to calculate the percentage for the increase based on an amount
- Click the '+' icon again to add subsequent source lines
- If the sources do not add to 100%, the total percentage display and the error message "The sum of distribution percentages must equal 100%." will be displayed in red.



- Costing – Clicking the '△' icon will display the change history of all the changes made to this positions
 - Specific changes are not noted, only that the record was updated, the UIN of the user that made the updates and when it was updated
 - 'Revert Changes' button will revert all position and costing data to the initial state at the time of data initialization. All changes to this position will be lost
 - A pop-up will be displayed, asking the user to confirm the action
- Close – Click the 'X' icon to close out the tab on this position

Reports Tab

Position Changes

- Provides a list of all positions that have had changes entered in the app with a Filter bar on the left
- Available filters are:
 - Position ID (PIN)
 - Last updated from
 - Last updated to
 - Last Workday updated from
 - Last Workday updated from
 - Last Workday message
 - Workday Costing update?
- As a user types in the field, filters will autofill from available options; but the user must select it to be used as a filter
- Clicking the 'View' button on any of the positions listed in this report will give the user a quick view of the old and new values for each field

Exceptions

- Provides a listing of the costing allocation errors that occurred as a part of automated process in the app with a Filter bar on the left
- Automated processes Include:
 - Initial load from Workday
 - Moving costing allocations to Workday
- Available filters are:
 - Service
 - Workstation
 - Message
 - Exception Message
 - Created from
 - Created to
- As a user types, filters will autofill from available options; but the user must select it to be used as a filter
- Clicking the 'View' button on any of the positions listed in this report will give the user a quick view of the error

Costing Allocations

- Listing of all positions, including the following:
 - Last updated by
 - Last updated
 - Last Workday Message
 - Last Workday Updated
 - Update Workday?
- Defaults to Update Workday? = 'True'
- Available filters are:
 - Position ID (PIN)
 - Last updated from
 - Last updated to
 - Last Workday updated from
 - Last Workday updated from
 - Last Workday message
 - Workday Costing update?

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